

## **ASSISTANT TO SCHOOL LUNCH DIRECTOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a responsible position assisting the School Lunch Director in the efficient management of a school lunch program. This school lunch program must be located in a large school district, serving over 2,000 meals daily to children and adults, including Type A and a la carte meals. Work is performed under the general direction of the School Lunch Director and involves carrying out established policies for the effective operation of the program. General supervision is exercised over clerical staff and infrequently over school lunch personnel in the absence of the School Lunch Director.

### **TYPICAL WORK ACTIVITIES:**

1. Arranges for and assigns substitute food service staff;
2. Receives, stores and distributes school lunch supplies and maintains inventory and related records;
3. Assists in the interviewing, selection and assigning of school lunch personnel;
4. Prepares State reimbursement reports and financial statements;
5. Participates in the preparation and analysis of other reports relating to school lunch program activities;
6. Assists with bid preparation for the purchase of food and supplies;
7. Assists with menu planning;
8. May be in charge of school lunch operations during absence of supervisor;
9. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the fundamentals of nutrition and their application to the health of children; good knowledge of all phases of the school lunch program; good knowledge of the principles and practices of large quantity food preparation, menu planning, purchasing, equipment selection and care, sanitary food handling and storage; ability to train personnel; ability to keep records and prepare reports; ability to maintain good personal relations with others; ability to understand and carry out oral and written directions; resourcefulness; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, with a specialization in foods, nutrition, dietetics or institution management;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, with a specialization in foods, nutrition, dietetics or institution management, AND four (4) years of experience in institution management, hotel administration or restaurant management involving large quantity food service management;
- OR: (C) Eight (8) years of experience as indicated in (B) above;
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

**NOTE:** One (1) year of training in a college or technical institute in the above fields is equivalent to two (2) years of experience.

SV2201

ADOPTED: 08/01/75

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